



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

07 March 2025

DIVISION MEMORANDUM

No. 163 s. 2025

CAPACITY BUILDING ACTIVITY FOR LEARNER GOVERNMENT ADVISERS


To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to **DepEd Order No. 47, s. 2014, RE: Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary in Elementary and Secondary Schools** (renamed as Supreme Elementary and Supreme Secondary Learner Government), this Office will conduct **Capacity Building Activity for Learner Government Advisers** on **March 13, 2025**, venue to be announced in a separate Advisory.
2. The objectives of the activity are the following:
 - a. Gain deeper understanding on Learner Government Program.
 - b. Develop and enhance skills of Advisers in guiding and mentoring the SELG and SSLG Officers.
 - c. Craft General Plan of Action (GPOA) to ensure the proper implementation of Learner Government PPAs.
3. Participants in this activity are all SELG and SSLG Advisers of SY 2025-2026.
4. Meal expenses of participants shall be charged to Program Support Funds while the travel and other expenses shall be charged to school local funds or other available funds subject to the usual accounting and auditing rules and regulations.
5. Attached are Enclosure 1 – list of participants, Enclosure 2 – Program Matrix and Enclosure 3 – Technical Working Committee.
6. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


EDWIN R. RODRIGUEZ
Chief Education Supervisor-CID
Officer-in-Charge

Encl.: As stated
Reference: DepEd Order No. 47, s. 2014
To be indicated in the Perpetual Index
under the following subjects:

CAPACITY BUILDING ACTIVITY
LEARNER GOVERNMENT ADVISERS
PROGRAMS, PROJECTS, ACTIVITIES

SGOD- capacity building activity for learner government advisers
SGO9DII7-002556/March 07, 2025

Enclosure 1 – List of Participants

NO.	NAME	DESIGNATION	SCHOOL
1	Julie Ann T. Perpinan	SELG & SSLG Adviser	Alsam IS
2	Anthony T. Oriasel	SELG & SSLG Adviser	Busal IS
3	Katrena M. Obis	SELG Adviser	CJQES
4	Mary Joy G. Honrade	SELG Adviser	Dapdap IS
5	Rousean D. Villalon	SSLG Adviser	
6	Angeline R. Tagun	SELG Adviser	Domoit ES
7	Jesette O. Cabriga	SELG Adviser	EPES
8	Jo Ann N. Luna	SELG Adviser	EFIS
9	Patricia Louise P. Tarray	SSLG Adviser	
10	Elsie R. Limyoco	SELG Adviser	FELES
11	Juliet V. Recto	SELG Adviser	Gibanga ES
12	Ceriane Joy J. Padin	SELG Adviser	Ilasan IS
13	Mariz M. Rozol	SSLG Adviser	
14	Honey Leyden P. Rabina	SELG Adviser	Ipilan-Alitao ES
15	Francis M. Navela Ii	SELG Adviser	Kalumpang ES
16	Shara Lou P. Reyes	SELG Adviser	Katigan-Alupay ES
17	Norian C. Padua	SELG Adviser	Lakawan ES
18	Lady Ann P. Estavillo	SELG Adviser	Lalo ES
19	Anicee S. Rodillo	SELG Adviser	Lawigue ES
20	Micah Ella L. Santos	SELG Adviser	MCES
21	Princess Camelle C. Roces	SELG Adviser	Masin ES
22	Mary Ann E. Penana	SELG Adviser	Mate IS
23	John Michael	SSLG Adviser	
24	Mariel T. Arceta	SELG Adviser	Mayuwi Community IS
25	Paula Talavera	SSLG Adviser	
26	Sarah Jane C. Romero	SELG Adviser	NPES
27	Marielle H. Paderes	SELG & SSLG Adviser	Pandakake IS
28	Maria Gela A. Lleba	SELG Adviser	Potol ES
29	Rechelle T. Cabriga	SELG Adviser	SPES
30	Jena N. Aloner	SELG Adviser	Talolong IS
31	Maria Lyra H. Tabernilla	SELG Adviser	TECS
32	Aiza S. Salvan	SELG Adviser	TWCS I
33	Maria Lyka E. Gollena	SELG Adviser	TWCS II
34	Angela Mae A. Gob	SELG Adviser	TWCS III
35	Miguela A. Cabangon	SELG Adviser	TWCS IV
36	Bryan R. Argete	SELG Adviser	Valencia ES
37	Jerobaal Jephthe A. Tabernilla	SELG Adviser	West Palale ES
38	Christian Joy R. Gragasín	SSLG Adviser	BANHS
39	Ma Aillen A. Averilla	SSLG Adviser	LPIHS
40	Jeanne Pauline O. Julo	SSLG Adviser	RQINHS
41	Vivian A. Saavedra	SSLG Adviser	TCNHS
42	Reymart P. Villapeña	SSLG Adviser	WPNHS

Enclosure 2 – Program Matrix

CAPACITY BUILDING ACTIVITY FOR LEARNER GOVERNMENT ADVISERS

PROGRAM MATRIX
March 13, 2025

TIME	ACTIVITY	FACILITATOR
8:00-9:00a.m.	Opening Program	AVP
	Nationalistic Song	
	Prayer	
	CALABARZON March	
	Tayabas Hymn	
	DepEd Quality Policy Statement	
	Roll Call of Participants	Nicole May L. Lumanglas PDO I
	Welcome Message	Herbert D. Perez Assist. Schools Division Superintendent
	Inspirational Message	Celedonio B. Balderas Jr. Schools Division Superintendent
	Rationale and Objectives	Imelda C. Raymundo SGOD Chief
	Presentation of Program Matrix and Leveling of Expectation	Nicole May L. Lumanglas PDO I
9:00-10:00a.m.	Building Leadership in Schools: Teachers' Guide to Empower Student Leaders	Ginnuel Janzent Alcantara SELG Adviser, Lutucan Central School
10:00-10:15a.m.	Health Break	
10:15-11:15a.m.	Establishing Partnership and Linkages in support to Learner Government Program	Joan Kathleen Talabong EPS II/ SocMob focal person
11:15-12:00nn	Presentation of required forms and templates in LGP	Nicole May L. Lumanglas PDO I
12:00-1:00p.m.	Lunch Break	
1:00-1:15p.m.	Energizer	
1:15-2:15p.m.	Revisiting Learner Government Constitution and By-Laws	Sammy F. Baysa SST III, QNHS
2:15-3:15p.m.	E-Lamp: "Enhancing Leadership Skills by Adapting Effective Management of Programs, Projects and Activities"	Sammy F. Baysa SST III, QNHS
3:15-3:30p.m.	Health Break	
3:30-4:30p.m.	StAPLe: "Student-Related Activity Proposal Writing for Leaders in Division of Tayabas"	Sammy F. Baysa SST III, QNHS
4:30-5:00p.m.	Closing Program	

**CAPACITY BUILDING ACTIVITY FOR LEARNER GOVERNMENT ADVISERS
PROGRAM MANAGEMENT TERM OF REFERENCE**

Overall Chairperson: Celedonio B. Balderas, Jr. — SDS
Co-Chairperson: Herbert D. Perez — ASDS

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	<ul style="list-style-type: none"> ➤ Oversee the implementation of the entire program. ➤ Orients the PMT and resource persons on their terms of reference and details of the program design ➤ Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards ➤ Leads the debriefing sessions with the PMT and resource speakers
Learning Manager	Nicole May L. Lumanglas	<ul style="list-style-type: none"> ➤ Leads the conduct of the program per session room ➤ Ensures that the program is carried out based on the detailed design in collaboration with the resource persons ➤ Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and normsetting activities and by addressing emerging learning needs ➤ Facilitates management of learning activities as scheduled and as needed ➤ Facilitates integration session at the end of the intervention, including preparation of Work Application Plan
Resource Speakers /	Joan Kathleen T. Brizuela Ginnuel Janzent Alcantara Sammy F. Baysa	<ul style="list-style-type: none"> ➤ Applies effective presentation and facilitation techniques in conducting assigned sessions ➤ Provides expert content input during learning sessions
M&E Coordinator	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> ➤ Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT ➤ Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist ➤ Applies process observation and prescribed tools to monitor and evaluate program delivery

		<ul style="list-style-type: none"> ➤ Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing ➤ Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation ➤ Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter	Nicole May L. Lumanglas	<ul style="list-style-type: none"> ➤ Documents the proceedings of the learning sessions using the prescribed documentation template ➤ Take photos of the different parts of the program delivery
Secretariat	Nicole May L. Lumanglas John Oliver Marquez	<ul style="list-style-type: none"> ➤ Attends to registration needs of learners/ participants ➤ Ensures that the learners/ participants fill up attendance sheets every day. ➤ Assists in the distribution of learning materials and supplies ➤ Assists in posting and collection of session outputs ➤ Compiles session documents and learning resource materials
Welfare Officer	Mariles F. Contreras/ Alelie A. Padillo/ Lailani T. Omlas	<ul style="list-style-type: none"> ➤ Ensures that provisions for inclusion, safety, security, health, and wellness of learners/ participants, PMT, and resource persons are adequate and available at all times in the venue ➤ Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.
Logistics Officer	Luzviminda E. Saludaes/ La Trisha Dalit	<ul style="list-style-type: none"> ➤ Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program ➤ Leads ocular inspection of venues to ensure adherence to standards and specifications

		<ul style="list-style-type: none">➤ Checks that session rooms are always ready for use and conducive to learning
Finance Officer/ s	Benjie Millares. Agnes Luzadas	<ul style="list-style-type: none">➤ Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation➤ Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices➤ Monitors and documents all disbursements against budget to support liquidation➤ Liquidates all fund disbursement and prepares a financial report